

MEMORANDUM

19 August 2002

From: Course Administrator, EM477—Computer-Aided Design

To: All students enrolled in EM477

Subj: Collaboration Policy

The following is an explanation of the policies and expectations with regard to submitted work.

1. Homework and laboratory assignments must be the work of the individual midshipman. However, you may consult with the instructor or other midshipmen in order to gain an understanding of the approach to the problem. Having gained this understanding, you must then work through the assignment yourself. This will help ensure that you understand the material. ***Copying another midshipmen's work is unacceptable.*** If you do seek help on an assignment, the assistance must be acknowledged on the assignment.
2. *Grades on Demand* quizzes are to be the work of the individual midshipman. There is to be no collaboration with other midshipmen under any circumstances. However, you may consult the instructor for help.
3. Projects are to be the work of the individual midshipman or team. Because this is a design class, where the projects have multiple solutions, it is important that the amount of crosstalk between groups be minimized. The idea is to let each team develop their own solution. Having everyone collaborate and arrive at the same solution defeats the purpose of design. Midshipmen may consult with the instructor or other midshipmen only on the analysis portions of the project. The solution concept must be the work of the individual team.
4. Midshipmen are encouraged to assist each other with the use and operation of the software packages. This, however, does not include the sharing or copying of programs or model files that are developed to complete individual assignments or quizzes.
5. If you have any questions regarding this policy, please consult your instructor.